

As of August 27, 2025

Royal Roads University – Policies, standards, and procedures

University-wide **policies, standards, and procedures** that are applicable to all Royal Roads University campuses.

John Horgan Campus – Policies, standards, and procedures

Although included on the university-wide policies, standards, and procedures webpage, the following documents are specific to John Horgan Campus. For your convenience, direct links are provided below.

- **Access Management – Langford Campus** (standard)
- **Buildings and Grounds Usage – Langford Campus** (policy)
- **Buildings and Grounds Usage – Langford Campus** (standard)

John Horgan Campus – Protocols and additional information

- **Clean and Secure Workspace**
- **End of Trip Facilities**
- **Personal Appliances**
- **Posting Temporary Signage**

JOHN HORGAN CAMPUS PROTOCOL

OPERATIONS AND RESILIENCE

Title:	Clean and Secure Workspace		
Purpose:	Maintain clean and secure workspaces		
Prepared by: Property Manager, Langford Campus	Approved by: Director, Emergency Management and Resilience	Doc No.: P-003	Effective date: July 01, 2025

*Note: The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.*

1. Purpose and Statement

This Langford Campus Protocol (protocol) outlines the requirements for maintaining a clean and secure working environment to ensure personal wellbeing, operational efficiency, and data security.

A well-managed workspace:

- Limits the attraction of pests, the growth of mold, and the spread of allergens;
- Enables custodial employees to appropriately clean and disinfect surfaces;
- Prevents unauthorized access to sensitive or confidential information; and
- Ensures compliance with data security and privacy regulations.

2. Scope

This protocol applies to:

- all **employees** and academic contractors who use **workspace** at the Royal Roads University Langford Campus on either a permanent or temporary basis; and
- all institutions that use workspace in their primary use areas.

3. Requirements

a. Clean Workspace

To support a hygienic, safe, and professional working environment, employees are expected to follow the requirements below:

i. Food consumption

Food products are consumed and disposed of only in these designated areas:

- Level 1 – social space along Goldstream Avenue
- Level 1 – Indigenous Peoples Centre (pre-booked space)
- Level 3 – student commons
- Level 3 and 4 – lounges

- Level 5 – lounge (employees only)

Food is not to be stored, consumed or disposed of in workspaces.

ii. Food and beverage preparation

Food and beverage preparation occur only in these designated areas:

- Level 1 – Indigenous Peoples Centre (pre-booked space)
- Level 3 and 4 – lounges
- Level 5 – lounge (employees only)

iii. Spill management

All liquid spills, including beverages, are cleaned up by the employee when the spill occurs. Any damage caused by a spill, or in the event of a significant spill, is reported to Operations and Resilience.

iv. Beverage storage

Beverage containers with secure lids (e.g., water bottles, soda bottles) are stored in a workspace drawer or cabinet before the employee leaves the building at the end of the day.

v. Disposal of open beverage containers

Opened beverage containers such as soda or juice cans are either disposed of or removed from the building by the employee at the end of the day.

vi. Open cups

Any open beverage containers (e.g., cups, mugs, glasses) are emptied and cleaned or removed by the employee before leaving for the day.

vii. Desktop organization

Only items used on a frequent or daily basis should be kept on the desktop. Personal or decorative items should be minimal to allow for surface cleaning.

viii. Plants and flowers

Each workspace is limited to one potted plant or vase of flowers. Live plants must be properly maintained to avoid pests, mold, or allergens.

ix. Personal belongings

Gym bags, backpacks, or similar items are stored out of sight, such as in a workspace drawer or cabinet, during the workday.

b. Workspace security

To protect sensitive or confidential information and personal property, employees are expected to follow the requirements below:

i. Securing electronic equipment

Employees must lock their computers and any other electronic devices used for work whenever these items are left unattended, regardless of location.

ii. Clear workspace

Workspaces must be kept free of sensitive or confidential materials when the employee is not present.

iii. Handling confidential materials

When sensitive or confidential materials are removed from secure storage for work purposes:

- the materials remain under constant surveillance; and
- the materials are placed face down or covered when others who are not authorized to view the materials are present.

iv. End-of-day security check

Before leaving for the day, employees:

- secure all sensitive or confidential materials in appropriate storage; and
- ensure that documents are removed from printers, scanners, and fax machines.

v. Personal item security

Personal belongings and valuable items either remain with the employee or are secured within their workspace (e.g., locked drawer or cabinet) at all times.

4. Contact Information

For clarification or to request approval for exceptions, please contact [Operations and Resilience](#).

5. Definitions

For the purposes of this protocol,

Employee means a person employed by Royal Roads University or a licensee, who is assigned or engaged by Royal Roads University or a licensee to perform work at the Royal Roads University Langford Campus.

Workspace means the place where an employee or academic contractor performs their work such as a desk in an office or a workstation in an openwork office. It includes both permanent workspaces and bookable workspaces.

6. Related Documents and Information

- Personal Appliances Protocol

7. Review and Approval

Manager Review

Signature *Aaron Segall*

Date June 30, 2025

Property Manager – Langford

Director Approval

Signature *Jason Humphries*

Date June 30, 2025

Director, Emergency Management & Resilience

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JOHN HORGAN CAMPUS PROTOCOL

OPERATIONS AND RESILIENCE

Title:	End of Trip Lockers		
Purpose:	Maintain clean, secure, and efficient end of trip facilities		
Prepared by: Property Manager, Langford Campus	Approved by: Director, Emergency Management and Resilience	Doc No.: P-001	Effective date: July 01, 2025

*Note: The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.*

1. Purpose and Statement

This Langford Campus Protocol (protocol) establishes the requirements for maintaining clean, secure, and well-managed end of trip (EoT) facilities at the Royal Roads University Langford Campus (University). EoT are designated spaces within university buildings that support students, employees, and academic contractors (collectively, users) who walk, run, or cycle to campus, as well as those who exercise before, during, or after work hours.

By outlining the requirements for EoT locker use, the system can be effectively monitored and maintained to ensure lockers remain clean, functional, and accessible to all eligible users.

2. Scope

This protocol applies to **students, employees**, and academic contractors and the use of lockers located in rooms 008 and 009 on Level 0 of the University.

3. EoT Locker Use

- a. Lockers are designated for users who may need these facilities during operating hours.
- b. Lockers are available for single-day use. They must be emptied by the building's closing time.
- c. Lockers cannot be reserved and are used on a first come, first served basis.
- d. Each user may occupy only one locker at a time.
- e. Users bring their own locks. The University does not provide locks.
- f. Any lockers not emptied by closing time will have the locks and contents removed by Campus Security.
- g. Removed items will be placed in Lost and Found.

h. The University assumes no responsibility for lost, stolen, or damaged items.

4. Contact Information

Questions on EoT locker use or this protocol, contact [Operations and Resilience](mailto:langfordoperations@royalroads.ca) at langfordoperations@royalroads.ca.

5. Definitions

Employee means a person employed by Royal Roads University or a licensee, who is assigned or engaged by Royal Roads University or a licensee to perform work at the Royal Roads University Langford Campus.

Student means an individual who is officially registered to attend classes at the Royal Roads University Langford Campus.

6. Review and Approval

Manager Review

Signature *Aaron Segall*

Date June 30, 2025

Property Manager – Langford

Director Approval

Signature *Jason Humphries*

Date June 30, 2025

Director, Emergency Management & Resilience

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JOHN HORGAN CAMPUS PROTOCOL

OPERATIONS AND RESILIENCE

Title:	Personal Appliances		
Purpose:	Manage energy efficiency, support safety of people, and protect property and infrastructure		
Prepared by: Property Manager, Langford Campus	Approved by: Director, Emergency Management & Resilience	Doc No.: P-002	Effective date: July 01, 2025

*Note: The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.*

1. Purpose and statement

This Langford Campus Protocol (protocol) is designed to enhance energy efficiency, support compliance with Leadership in Energy and Environmental Design (LEED) certification standards, ensure safety of building occupants, and protect property and infrastructure.

2. Scope

- a. This protocol applies to the Royal Roads University Langford Campus, members of the **University community**, and **personal appliances**.
- b. Work and personal cell phones, tablets, iPads, and laptops are excluded from this protocol; however, compliance with Section 5.c is still required.

3. Compliance

The terms of this protocol are subject to monitoring for compliance. Any issues of non-compliance are addressed in accordance with applicable law and the University’s policies, collective agreements, and contracts. Consequences of non-compliance may include:

- a. immediate removal of the unauthorized personal appliance from the building;
- b. a formal warning or additional actions, depending on the severity of the non-compliance; or
- c. fines or fees associated with non-compliance with building safety regulations.

4. Considerations

- a. Energy efficiency and LEED

- i. The use of personal appliances can significantly impact the building's energy-efficient operations by increasing unregulated energy consumption.
 - ii. Plugging in such appliances may lead to unnecessary energy waste, directly undermining the building's environmental performance goals and the University's ongoing efforts to achieve and maintain LEED certification.
 - iii. Personal appliances such as space heaters and fans may interfere with the building's HVAC system, causing temperature imbalances and reducing overall system efficiency.
 - iv. Compliance with this protocol is critical to upholding the University's sustainability objectives, preserving energy-efficient building operations, and supporting a culture of environmental responsibility across campus.
- b. Occupant safety and protection of property and infrastructure
- i. The unauthorized use of personal appliances increases the risk of electrical overloads and potential fire hazards within campus buildings.
 - ii. Personal appliances may not carry the required safety standard.
 - iii. Personal appliances such as kettles and space heaters pose a particularly high-risk, especially when used improperly or connected to unregulated power sources such as overloaded extension cords or non-compliant power bars.
 - iv. Personal appliances may create safety or health hazards, contribute to noise pollution, or disrupt the comfort of shared spaces.
 - v. Certain personal appliances also carry a risk of water damage, which can harm building infrastructure and create additional safety concerns.
- c. Food and beverage preparation and storage appliances are provided by the University, at its discretion, and are located in **designated areas**.

5. Terms

- a. The use of personal appliances must be authorized by Operations and Resilience.
- b. **Employees** seeking workplace accommodation may submit a request to [Operations and Resilience](#). Submitting a request does not guarantee approval.
- c. Extension cords and power bars not supplied by [Operations and Resilience](#) are prohibited for use with any personal appliance.
- d. Requests for University-furnished appliances are submitted to [Operations and Resilience](#) for consideration.
- e. Food preparation and storage appliances are not permitted in the following locations:
 - i. any workspace, whether used on a permanent or temporary basis, including within an institutional primary use area; and
 - ii. any primary use area, academic support and service area, bookable common area (except as noted in Section 4.a.i.), operational service area, or shared common area.

- f. Requests to use personal appliances for special events organized by employees or **students** may be submitted to [Operations and Resilience](#). Submitting a request for exemption from this protocol does not guarantee approval.
- g. Operations and Resilience reserves the right to require the removal of any personal appliance at any time if it is deemed unsafe or results in adverse outcomes.

6. Definitions

For the purposes of this protocol,

Designated areas means the following locations in the Langford Campus building:

- Level 1 – Indigenous Peoples Centre (pre-booked space)
- Level 3 and 4 – lounges
- Level 5 – lounge (employees only)

Employee means a person employed by Royal Roads University or a licensee, who is assigned or engaged by Royal Roads University or a licensee to perform work at the Royal Roads University Langford Campus.

Personal appliance means small, portable electrical devices such as coffee makers, kettles, microwaves, space heaters, fans, mini-fridges, and similar items not provided or approved by the University.

Student means an individual who is officially registered to attend classes at the Langford Campus at the time the special event takes place.

University community means members of the Board of Governors, students, employees, contractors, academic contractors, volunteers, guests, visitors, and others who participate in any activity, program, or operation on a University campus.

7. Related Documents and Information

- Clean and Secure Workplace Protocol

8. Review and Approval

Manager Review

Signature *Aaron Segall* **Date** June 30, 2025

Property Manager – Langford

Director Approval

Signature *Jason Humphries* **Date** June 30, 2025

Director, Emergency Management & Resilience

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APPENDIX A – REQUIREMENTS

Personal appliances must meet the following requirements:

- be CSA approved
- be in good working order and proper repair (e.g., no frayed or taped wires, no modifications from the original design)
- have current and functional safety features
- be used only in spaces appropriate for their safe operation
- be operated in accordance with the manufacturer's instructions
- if heat generating, not be left unattended while in use
- be unplugged or shut down when not in use
- be clearly labeled with the owner's name
- be powered down and unplugged at the end of each workday and during extended building closures
- be removed immediately if any signs of damage or malfunction appear
- be cleaned and maintained regularly, with an established schedule for upkeep

JOHN HORGAN CAMPUS PROTOCOL

OPERATIONS AND RESILIENCE

Title:	Posting Temporary Signage		
Purpose:	Set out the requirements for posting temporary signage at John Horgan Campus		
Prepared by: Property Manager, Langford Campus	Approved by: Director, Emergency Management & Resilience	Doc No.: P-004	Effective date: Sep 01, 2025

*Note: The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.*

1. Purpose and statement

This Langford Campus Protocol (protocol) is designed help provide a safe, aesthetic, functional, and accessible environment by defining the terms for **posting** temporary signage.

2. Scope

- a. This protocol applies to the Royal Roads University Langford Campus, members of the **University community**, and all **temporary signage**.
- b. Digital signage is excluded from this protocol.

3. Compliance

The terms of this protocol are subject to monitoring for compliance. Any issues of non-compliance are addressed in accordance with the University's policies, collective agreements, and contracts. Consequences of non-compliance may include:

- a. immediate removal of the unauthorized temporary signage;
- b. a formal warning or additional actions, depending on the severity of the non-compliance; or
- c. fines or fees associated with non-compliance.

4. Requirements

4.1 Approval to Post

- a. Appendix A specifies the designated authorities responsible for approving the posting of temporary signage on **notification boards** and outdoor spaces.
- b. Temporary signage may be posted only when the designated authority's signature and date of approval appear in the bottom right corner of the sign.

4.2 Posting Temporary Signage

- a. Temporary signage is posted in a manner that will not damage or permanently alter the surface to which it is affixed.
- b. When using notification boards, temporary signage is secured with one thumbtack or one staple in each corner.
- c. If approved by the Responsible Office, temporary signage may be posted outside of notification boards using one of the following methods or materials:
 - i. painters tape or a similar non-damaging adhesive; or
 - ii. self-adhesive materials, such as 3M Post-it notes.

4.3 Display Period

- a. Temporary event signage may be displayed for up to 21 days or until 8 a.m. the day following the event—whichever comes first.
- b. Temporary signage not related to an event may be displayed for up to 21 days.
- c. Exceptions to Section 4.3 are identified in Sections 4.4–4.6.

4.4 Outdoor Signage

- a. Temporary signage may be posted outdoors on the University campus under special circumstances.
- b. The Responsible Office serves as the designated authority for approving outdoor signage.
- c. The Responsible Office determines appropriate display locations and durations on a case-by-case basis.

4.5 Temporary signage related to research, teaching, and learning activities may be posted within classrooms, meeting rooms, labs, and other campus learning spaces provided that:

- a. painters tape, a similar non-damaging adhesive, or self-adhesive materials such as 3M Post-it notes are used;
- b. the posting method does not cause damage the surface; and
- c. the signage is removed at the end of day or upon completion of the activity.

4.6 Temporary signage related to campus offices and workspaces may be posted provided that:

- a. painters tape, a similar non-damaging adhesive, or self-adhesive materials such as 3M Post-it notes are used; and
- b. the posting method does not cause damage the surface.

5. Roles and responsibilities

5.1 The Responsible Office:

- a. removes temporary signage that has not met the requirements of the *Posting and Solicitation Policy* or this protocol or if the temporary signage impedes the operation of a safe and functional campus environment;
- b. reviews requests for the posting of temporary signage outside of notification boards and outdoors; and

5.2 Work Units:

- a. approve any temporary signage for their **unit notification boards**;

- b. monitor their unit notification boards to ensure posted materials are meeting the requirements of the *Posting and Solicitation Policy*, this protocol, and any related procedures; and
- c. remove any temporary signage for their unit notification board that does not meet the requirements of the *Posting and Solicitation Policy*, this protocol, or related procedures.

6. Definitions

Notification board means a permanent board that has been installed by the Responsible Office onto which paper-based notices are affixed.

Posting means (1) the affixing of any temporary signage or other materials to a physical surface and (2) the placement of any temporary signage including chalking or painting.

Temporary signage means any sign, poster, banner, sticker, notice, placard, flag, flyer, notice, leaflet, handbill, display, or portable sign that is designed to convey information or provide direction for a limited amount of time.

Unit notification board means a permanent board onto which paper-based notices are affixed that are maintained by a specific work unit.

Work unit means the institute, department, centre, office, or school that the employee or student works for or that the contractor has been contracted to work with.

7. Related documents

Royal Roads University Documents and Information

- *Posting and Solicitation Policy*
- *Buildings and Grounds Usage Policy*

Appendices

- Appendix A: Designated Authorities and Display Periods

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APPENDIX A – Designated Authority and Display Period

Notification Board	Designated Authority	Display Period
Joint Occupational Health and Safety Committee	<ul style="list-style-type: none"> • Safety and Environment Officer or designate 	<ul style="list-style-type: none"> • At the discretion of the Safety and Environment Officer
Canadian Union of Public Employees Local 3886	<ul style="list-style-type: none"> • Operations and Resilience 	<ul style="list-style-type: none"> • At the discretion of Operations and Resilience
Unit Notification Boards	<ul style="list-style-type: none"> • Unit administrative manager or designate 	<ul style="list-style-type: none"> • At the discretion of the unit administrative manager or designate

Outdoors	Designated Authority	Display Period
Outdoor Temporary Signage	<ul style="list-style-type: none"> • Operations and Resilience 	<ul style="list-style-type: none"> • At the discretion of Operations and Resilience